

MOBIUS Executive Committee

Meeting Minutes

March 17, 2008

Members Present: Julia Schneider, Becky Kiel, Wendy McGrane, Valerie Darst, Richard Coughlin, Beth Fisher, Mollie Dinwiddie, Sharon McCaslin, Stephanie Tolson

Guests: Jim Cogswell, Jeremy Kintzel

- I. The meeting was called to order by Julia Schneider, Chair, at 10:12 am.
- II. A motion was made to adopt the agenda by Valerie Darst. The motion was seconded by Wendy McGrane and the motion was approved.
- III. Julia Schneider announced the main reason for the executive committee meeting was to review the FY09 budget and assessment model. Julia suggested making the FY09 budget the same, or at least as close to, the FY08 budget as possible. Jim Cogswell agreed with Julia and added that we should trim the FY09 budget wherever possible to keep it close to the same.
 - a. Julia mentioned the 10th Anniversary Celebration, which was budgeted for \$25,000 in FY09 could be reduced to \$5,000.
 - b. Wendy McGrane suggested dropping the IUG memberships from the budget, which totaled \$4,725.
 - c. Mollie Dinwiddie suggested the extra items in the FY09 budget be completely removed, and then add back on the essential items that are needed. It was decided the \$40,000 for server maintenance and \$60,000 for server replacement were necessary items that should be included in the budget.
 - d. Beth Fisher noted that there may be an extra \$125,000 in the FY08 budget from personnel savings and the Agency contract that can be applied to the FY09 budget.
 - e. Mollie Dinwiddie suggested removing the Information Resource Manager position for the FY09 budget and revisit opening the position, beginning in FY2010.
 - i. With the discussion of personnel, Wendy McGrane said it is important to add one more Operations/Help Desk person to the current staff to keep up service standards within the FY09 budget. Beth Fisher said this person was already built-in the budget because it is replacing Christopher Gould's previous position since he was promoted. Beth said that Human Resources are in the works with a candidate for this position and have completed interviews and references.
 - ii. Beth Fisher stated that currently Fran Stumpf is doing some of the work that the Information Resources Manager would be doing. Currently, there is no one analyzing and assessing data, because Fran did not feel comfortable doing any statistical analysis with these numbers. Also, Robin Kespohl is half time working in training and her salary is coming from the FY08 budgeted money for the Information Resources Manager.

- f. Wendy McGrane brought to the table that the main numbers that need to be compared from FY08 to FY09 are \$2.845 million to \$2.463 million—a difference of \$381,000.
- g. Richard Coughlin brought up the fact that MOBIUS does have \$500,000 in reserves that could be used to make up for some of the difference for the two budgets.
- h. Beth Fisher stated that some of the decisions on this budget need to be discussed in executive session.
- i. A motion was made by Stephanie Tolson to go into executive session. The motion was seconded by Valerie Darst and the motion was approved.

IV. Open Session was reconvened at 11:40 am.

V. To clearly understand the budget revisions, Beth Fisher removed all additional charges in the FY09 budget except the half-time office staff and the server replacement and maintenance. The difference (between FY08 and FY09) was reduced to \$61,937 after adding back \$125,000 from FY08 budget.

- a. Stephanie Tolson suggested a \$500 membership fee increase on each member due to cost of living and inflation increases that would help offset the almost \$62,000 difference. Sharon McCaslin suggested it be increased to \$1,000.
 - i. There was discussion about the flat fee of \$5,000 being static for the last 10 years, without any adjustments for cost of living or general price increases. It was also discussed that almost all institutions would see a large assessment reduction from the previous assessment model presented at the last MOBIUS Council meeting.
- b. Sharon McCaslin moved that there be a \$1,000 increase for the membership fee, which would be a flat rate across the board. The motion was seconded by Stephanie Tolson and the motion passed.
- c. Beth Fisher added into the budget an additional \$30,000 to keep Robin Kespohl part-time in training, since Fran Stumpf would continue to stay working in the Information Resources area.
- d. Mollie Dinwiddie noted that there is still a \$30,000 deficit between FY08 and FY09. Discussion was held about having this additional \$30,000 come from reserves for FY09.
- e. Beth Fisher addressed the issue of paying for IUG memberships. She suggested not paying for the memberships this year, due to political reasons, and allow the institutions to pay for them individually. Then, strategic planning, or another committee, can address the issue in FY2010. All members agreed to leave the IUG memberships out of FY09 budget.
- f. A motion was made by Stephanie Tolson to rescind the approval of the previous FY09 budget that was approved by executive committee at a previous meeting for \$2.845 million. The motion was seconded by Sharon McCaslin and the motion was approved.
- g. A motion was made by Mollie Dinwiddie to approve the revised budget subject to a final review of calculations by Beth Fisher. The motion was seconded by Sharon McCaslin. Discussion followed:

- i. Stephanie Tolson expressed concern about not increasing the variable assessments to institutions, so as not to give them the wrong impression that large increases won't be coming in the future. It was determined that a full explanation needs to be sent to all institutions explaining the reasoning behind the \$1,000 only increase and that in FY2010 and future years to come, rates will be increasing at 15% or more, so institutions should start preparing for this increase.
- ii. The motion was cleared up with final numbers. The FY09 budget would be at \$2,495,900.32. This final number is removing all additional expenses from previously approved budget except for the half-time office assistant and server maintenance & replacement. It also includes the \$30,000 for Robin Kespohl's salary for training and includes the \$1,000 membership fee increase for 60 members. The remaining operating difference (approx \$30,000) shall come from reserves. In addition, if there is any additional money over \$125,000 that is left over from the FY08 budget, those funds can be used to purchase one-time expenses that are removed from the budget as of now (e.g. MCO copier, 8 training laptops).
- iii. The motion was approved.

VI. Julia Schneider opened discussion about the revised Limited License Resource Policy.

- a. Stephanie Tolson suggested the person who does the enforcing of this policy should be the MOBIUS Executive Director, not the MERAC Chair. She proposed to change the "Compliance" paragraph as follows:
 - i. Insert an additional sentence after first sentence that states: Suspension of Limited Liability subscriptions will be communicated by the MOBIUS Executive Director.
 - ii. Add at the end of 3rd sentence that requests for reinstatement shall be sent to the MOBIUS Executive Director.
 - iii. Completely delete last sentence which states that MERAC will review the requests.
 - iv. Remove the whole section titled "Procedure for Enforcement," but keep the line which states the institution will be notified of noncompliance and then must comply within two weeks after they are contacted. This shall be moved to "Compliance" section of document.
- b. Sharon McCaslin volunteered to revise this document and send a clean copy to the Executive Committee via email. Executive Committee will vote on the changes at the next meeting.

VII. A motion was made by Stephanie Tolson to enter into executive session. The motion was seconded by Sharon McCaslin and the motion was approved.

VIII. There was no other business after the executive session and the meeting was adjourned.